

## STATEMENT OF WORK (SOW) ADDENDUM

Addendum No.: 1

Date of Addendum: 1/12/12

Due Date, Time: 1/17/12, 2:00pm CST

Revised Date, Time: N/A

Agency: Dept of Public Safety, Bureau of Criminal Apprehension

Reference No.: OET Cert #2809

Title: ISS v6 Staff Augmentation

### **SCOPE OF ADDENDUM**

The followings are changes to the SOW:

#### **Questions and Answers and Cover sheets – Complete for each candidate**

Below are the questions and answers for the BCA December 20, 2011 posting on the OET Website for Technology Services for the project titled: ISS v6 Staff Augmentation.

Q1. When is the deadline to submit questions?

A1. January 11<sup>th</sup>, 2012.

Q2. When is the deadline to submit candidates?

A2. January 17<sup>th</sup>, 2012.

Q3. Will the questions be published as they are asked and documented, or just prior to the deadline.

A3. Answers will be posted to the OET website on January 12<sup>th</sup>, 2012.

Q4. Can only 3 candidates be submitted for the 2 BA roles?

A4. Yes. The proposal content states 3 candidates per resource skill category can be supplied and BA is considered the first skill category and developer is considered the second.

Q5. Does our response have to include both skill sets? Can we apply if we only have good candidate for the BA or Developer role?

A5. No – submitting for both skills sets is not required. Only submit a candidate or candidates that meet all of the required skills and are a strong candidate for this posting.

Q6. Please confirm that all staff provided by vendor will work 100% in BCA offices at 1430 Maryland Ave E, St Paul, MN 551062802, throughout the life of the contract.

A6. As stated on page 1 of the SOW, 'Individuals selected from this SOW process must provide services on site, due to security reasons, at the BCA's central office building, located at 1430 Maryland Avenue, St. Paul, Minnesota.'

Q7. Please confirm BCA will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.

A7. BCA will provide the selected resource with work space, and required equipment to perform assigned tasks.

Q8. What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?

A8. The work schedule will be Monday – Friday 8 hours a day during normal business hours.

Q9. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on BCA approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?

A9. All cost proposals, must be submitted in a sealed envelope with the hourly rate of each candidate submitted. No costs should be listed in any other area of the submission.

Q10. Please confirm that the BCA Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments?

A10. The on Site/BCA supervisor will be responsible for directing work tasks/assignments.

Q11. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW? If yes, who is the incumbent vendor?

A11. There is not an incumbent for any of these positions.

Q12. Does the BCA have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions?

A12. The BCA is committed to received the best value.

If yes, can you please share the budgeted amount?

Q13. Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract?

A13. The project work is full time.

If no, please provide anticipated utilization?

Q14. Will selected vendor resource(s) be required to perform off-hours, on-call support work?

A14. Off-hours and on-call work is not part of this project.

Q15. Please confirm that any travel costs specifically associated with performing the requirements outlined in this SOW will be reimbursed by the BCA?

A15. Page 3 of the SOW states 'The individuals selected may be required by the BCA to travel within and outside the State of Minnesota to attend conferences and symposiums meaningful to the BCA for this project. In such cases reimbursement for BCA approved travel and subsistence expenses from the BCA for actual and necessary costs incurred by the contractor as a result of such travel will be reimbursed by the BCA to the contractor in the same manner and in no greater amount than provided I the current "Commissioner's Plan" promulgated by the commissioner of Minnesota Management and Budget.'

Q16. What is the process after resumes are submitted? Is there a chance someone could start sooner?

A16. Depending on the number of candidate resumes received, we will strive to complete the reviews of them to schedule interviews as soon as we can.

Q17. Did the DPS, BCA, or Contract staff develop the current application?

A17. Combination of BCA, contract and staff augmentation personnel.

Q18. What billing rate are you looking for from our company, in order to be competitive.

A18. The initial scoring is solely on the skill and experience of the candidate. Hourly rates are scored through a computation from lowest (receiving the full 30 points) to highest receiving a percentage of the points and added to the skill & experience score. The top scoring candidates will be invited for interviews. Billing rates could become a negotiation aspect in the contract process.

Q19. The statement that Candidates should also have at least two of the desired skills and experiences listed for the position means what exactly?

A19. The candidate must have skills and experience that meet Option 1 and Option 2.

OR

The candidate must have skills and experience that meet Option 1 and all of Option 3.

OR

The candidate must have skills and experience that meet Option 2 and all of Option 3.

Expanded on this to say that Certificate in Business Analysis can come from Universities, Colleges, or training that provides the candidate a certificate upon successful completion of their program.

Q20. Are there any special skills that you are looking for more than others?

A20. Strong Use Case experience, strong RUP in an iterative agile environment, and UML

Q21. What if any additional points to focus on for candidates we are submitting?

A21. We use RUP in an iterative environment that is heavily use case based. Having those skills would make a person a stronger candidate.

Q22. What sort of specific experience with XML and SQL are you looking for?

A22. For XML, a strong candidate would be able to read and understand XML constructed documents, be able to understand XML schema, and have the ability to understand how XML provides the ability to reference other pieces of data in order to understand how the entire XML document data should be consumed.

For SQL, a strong candidate should be able to write general or generic queries to get results from a relational database. They should understand the concept of Normal Forms because our analysts do produce Conceptual Data Models that are then turned into Logical and finally Physical Data Models.

Q23. Can 3e of the Desired Skills and Experience be waived or made a separate Desired Skill and Experience?

A23. No. The Statement of Work must remain intact with all requirements as published. If BCA does not find a qualified candidate – BCA may choose to repost the SOW.

Q24. Would a person with other state experience agency count for 3e, which specifically calls out criminal justice systems and programs?

A14. Not unless the other state experience had exposure to criminal justice systems and programs.

Q25. Regarding the “Criminal Justice” experience for subset e. in number 3. of the BA’s desired skills, would the BCA consider making that a separate skill set number 4 like with the Java desired skills? Or would the BCA consider striking that from the desired skills for both positions?

A.25 No. The Statement of Work must remain intact with all the requirements as published. If BCA does not find a qualified candidate – BCA may choose to repost the SOW.

Q26. What Phase is this project in now?

A26. It is in the Elaboration phase, where the BA brought in will be used to prioritize requirements and further expand on the high level requirements that current exist to generic more detailed business or functional requirements.

Q27. Is this a custom developed system or an off the shelf system?

A27. Custom developed.

Q28. Who documented the high level requirements that need to be prioritized and further documented?

A28. BCA staff from a large set of subject matter experts.

Q29. Is this a public facing application?

A29. No. Strictly authorized and authenticated Law Enforcement users.

Q30. What is the function of the application?

A30. This application is a single point of entry to search all Criminal Justice data from all systems that the authorized and authenticated user has access to view.

Q31. When you say phase you mean within the SDLC?

A31. Actually within RUP itself and what role they played and what artifacts they produced.

Q32. What do you mean by specific Phase experience?

A31. Elaboration and Construction, and eliciting more detailed requirements from already existing high level requirements.

## Cover sheets – Complete for each candidate

Position: Analyst - Business

Candidate Name:

Requirement Fulfilled:	Minimum Core Requirements:	Number of years experience
	<b>Five years business analysis with:</b>	
<input type="checkbox"/>	Experience with object oriented analysis and design (OOAD) and Unified Modeling Language (UML)	
<input type="checkbox"/>	Experience with creating UML Artifacts such as; Use Case, Activity, Sequence, Class, Object and State Diagrams.	
<input type="checkbox"/>	Experience writing Use Cases	
<input type="checkbox"/>	Experience with writing Tests Cases	
<input type="checkbox"/>	Experience with creating Entity Relationship Diagrams (ERD)	
<input type="checkbox"/>	Experience with Business Process Modeling (BPM)	
<input type="checkbox"/>	Experience utilizing Iterative Development processes (e.g. RUP)	
<input type="checkbox"/>	Five years of demonstrated ability to facilitate meetings including Joint Application Development (JAD) sessions.	
<input type="checkbox"/>	Five years of demonstrated experience in elicitation, translation and documentation of business requirements and desired business design from the future users and other stakeholders of a system to the development team using defined methodologies such as Rational Unified Process (RUP)	
Requirement Fulfilled:	Desired Skills and Experience:	Number of years experience
<input type="checkbox"/>	Certified Business Analyst Professional (CBAP) or Certification of Competency in Business Analysis (CCBA)	
<input type="checkbox"/>	Certificate(s) in the area of Business Analysis	
	<b>Three years business analysis with:</b>	
<input type="checkbox"/>	Business Processes reengineering experience	
<input type="checkbox"/>	Experience with Business Process Modeling (BPM) utilizing Uniform Modeling Language (UML)	
<input type="checkbox"/>	Experience working with XML & SQL	
<input type="checkbox"/>	Experience with service oriented architecture (SOA)	
<input type="checkbox"/>	Experience working with criminal justice systems and programs	

**Cover sheets – Complete for each candidate**

Position: **Web Application Specialist – Java/JSP/Servlets**

Candidate Name:

<b>Requirement Fulfilled:</b>	<b>Minimum Core Experience Requirements:</b>	<b>Number of years experience</b>
<input type="checkbox"/>		
<input type="checkbox"/>	Five years professional experience level experience an IT environment developing software applications in all of the following: <ul style="list-style-type: none"> <li>a. Java 1.4.2 or 1/5</li> <li>b. J3EE</li> <li>c. JSP</li> <li>d. JSF</li> </ul>	
<input type="checkbox"/>	Five years experience developing Web Service development and/or maintenance working with and troubleshooting multi-tier applications.	
<input type="checkbox"/>	Five years experience developing software using SQL and JDBC	
<b>Requirement Fulfilled:</b>	<b>Desired Skills and Experience:</b>	<b>Number of years experience</b>
<input type="checkbox"/>	Degree in Computer Science or related field	
<input type="checkbox"/>	Experience developing applications on these platforms or experience building software applications utilizing these technologies: BEA WebLogic 9.2+ BEA AQUALogic or similar Enterprise Service Bus (ESB) Java Messaging Service (JMS) IBM Message Queue Professional XSL transformations from XML to XHTML XML Schemas development Justice XML Experience with Business Process Modeling (BPM) utilizing Unified Modeling Language (UML)	
<input type="checkbox"/>	Experience developing applications on these platforms or experience building software applications utilizing these technologies: (GJXDD) and NIEM Federated Identity JavaScript · User interface design concepts · (X)HTML · Simple Object Access Protocol (SOAP) · Web Services Description Language (WSDL)	
<input type="checkbox"/>	Experience working with criminal justice agencies and software that supports their business functions	

This addendum shall become part of the SOW and may be returned with, or acknowledged in, the response to the SOW.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: